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8 APR 1965

MEMORANDUM FOR: Records Administration Officer, DD/S

THROUGH: Chief, Administrative Staff, DD/I

SUBJECT: Elimination of Inactive Records and Filing Equipment.

25X1 REFERENCE: HN "Elimination of Inactive Records", dated 24 February 1965; Memorandum from Assistant DD/I, dated 12 March 1965, "Records Retirement"

1. The Office of the Assistant Director for Operations has conducted a thorough review of all active files and has eliminated files of information copies of material to which reference was infrequent. Also eliminated were certain personnel files which were duplicated in the divisions of the Office of Operations. This has resulted in the elimination of 6 cubic feet of records, leaving 26 cubic feet on hand at the present time. Three four-drawer safes have been turned in, although one new five-drawer safe has been acquired.

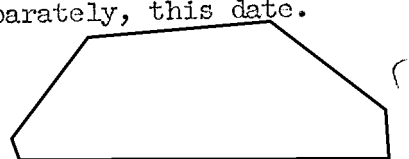
2. In view of the organizational change announced in HN dated 29 March 1965, the Office of the Assistant Director for Operations will seek assistance of the Chief, Records Administration Staff, in phasing out for retirement to the Records Center the current policy files of this office, after first consulting with the divisions regarding any record material which may be needed by the two new Services.

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3. The Sovmat Staff of this office has retired to the Records Center in this fiscal year 7 cubic feet of inactive records, but with the acquisition of new material no reduction in the total space occupied has been realized and the figure remains at 42 cubic feet as reported for Fiscal Year 1964. It is anticipated that the Records Schedule for the Sovmat Staff will be incorporated in Contact Division's schedule and appropriate changes worked out after Sovmat formally becomes a part of Contact Division on 1 July 1965.

4. Reports for Contact Division and the Foreign Broadcast Information Division are forwarded separately, this date.

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Assistant Director for Operations

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